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Date: NOV 28 1972

By: 015

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)  
Director of Training  
Assistant Director for Communications  
Assistant Director for Personnel

ATTENTION : Administrative Officers

SUBJECT : Telephones

1. Analysis and studies of Agency telephone invoices reveal that personnel are not following the telephone procedures set forth on the front inside cover of the Agency Telephone Directory. Some of the discrepancies are:

a. Personnel are dialing "9", then the number desired, instead of the Government dial code for calls to other agencies.

b. Indications are that official telephones are being used for personal calls not of an emergency nature. This assumption is predicated on the fact that the Agency is billed for an extremely large number of local calls.

c. Suburban toll and long distance calls are being placed directly, thus by-passing the Agency switchboard and resulting in the Agency paying for unrecorded and unverified calls.

2. It is anticipated that an educational program consisting of published material, posters, and meetings will correct the condition and nullify the need for more drastic measures, such as limiting the number of telephones available for outside dialing.

3. Your assistance and cooperation is requested and it is suggested this matter be called to the attention of supervisory personnel with special emphasis on the necessity of reducing the number of local calls.

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Downgraded by authority

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LARRY R. HUSTON  
Acting Deputy Director  
(Administration)

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